



APPLICATION FOR EMPLOYMENT

Edgewood is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, sex, disabilities or age (40 and over). All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

Instructions: This application must be completed in its entirety.
Please print in ink or type.

Position applied for:		Full-Time	Part-Time
Name Last		First	Middle
Address		City	State Zip
Phone Day	Night		For Full-Time Public Works, Police/Fire Civil Service Only: Driver's License: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Number State </div>
() ()			
Social Security Number	Length of Residence		
- -			

Are you at least 18 years old? YES NO
 If no, do you have a work permit? _____

At time of hire, will you be able to demonstrate that you are legally authorized to work in the United States? YES NO
 (Proof of authorization will be required upon employment.)

Have you ever filed an application with Edgewood Borough? YES NO
 If yes, give date _____

May we contact your current employer?
 If no, please identify someone familiar with your performance for your current employer that we may contact. _____

Name
Phone Number

Are you related to anyone employed by the Borough or to any elected official in the Borough? YES NO

Can you work:

Evenings?	YES	NO
Nights?	YES	NO
Weekends?	YES	NO

Education			
Last High School attended: _____ Name	Highest grade completed: (circle one)	Do you have a High School Diploma or G.E.D certificate?	
_____ Location	9 10 11 12	YES	NO
Colleges, universities, trade or technical schools or apprenticeship programs:			
Name	Location	Number of years/ Months attended	Degrees, credits, certificates or licenses

Military		
Branch of Service	Length of Service	Rank at Separation
Reserve Requirements	Specialized Training	

Other Qualifications	
Describe the types of equipment you are capable of operating (machines, vehicles, computers, etc.)	List any trade, professional or skills certificates you hold.
Summarize special skills, abilities or experiences which qualify you for this position.	

Background	
POLICE OFFICER APPLICANTS ONLY:	
Have you ever been convicted of a crime other than a traffic violation?	YES NO
If yes, explain _____	

ALL OTHER APPLICANTS:	
Have you ever been convicted of a criminal offense involving dishonesty; breach of trust; offenses against children, use possession, distribution, sale or manufacture of drugs; driving under the influence; violence or threats of violence or use of weapons for which you have not been pardoned or which has not been expunged? If yes, explain _____	

Note: Criminal convictions are not necessarily a bar to employment; all relevant circumstances will be considered.	

Employment History

List all employment for the past ten years, beginning with current or most recent position.

Employer	Dates Employed From _____ To _____	Job Title
Address		Description of Duties
Supervisors Name		
Supervisors Number		Reason for Leaving
Hourly Rate/Salary Starting _____ Ending _____		
Will this supervisor/employer give a good job reference?		YES NO
If no, explain _____		
Were you:		
Discharged or asked to resign by this employer?		YES NO
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		YES NO
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		YES NO
If yes to any of the above, please explain _____		

Employer	Dates Employed From _____ To _____	Job Title
Address		Description of Duties
Supervisors Name		
Supervisors Number		Reason for Leaving
Hourly Rate/Salary Starting _____ Ending _____		
Will this supervisor/employer give a good job reference?		YES NO
If no, explain _____		
Were you:		
Discharged or asked to resign by this employer?		YES NO
Ever disciplined (given a written warning, suspended, denied a pay increase, etc.) by this employer?		YES NO
Ever counseled or warned about excessive absenteeism or tardiness by this employer?		YES NO
If yes to any of the above, please explain _____		

If you need additional space, please continue on a separate sheet of paper.

References

Please list three references other than relatives or former employers:

Name/Address	Phone Number	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Please attach a resume, if available.

CERTIFICATION, AUTHORIZATION AND AGREEMENT

“I certify that the information supplied by me on this application form and in my resume, if any, is true and complete and does not contain any falsifications, omissions, or concealments of material fact. I authorize Edgewood Borough to investigate the truth of this information and of any other information I may supply during a pre-employment interview. I further authorize every school, employer, person and agency identified by me on this form or in my resume to release any and all verifying information Edgewood Borough may solicit from it or them. I further authorize Edgewood Borough to investigate my criminal history, my credit history and other aspects of my personal history, including my character and general reputation. If my application is denied in whole or in part because of information contained in a criminal history records report, Edgewood Borough will also advise me.”

“I hereby release all law enforcement agencies, my former employers, all educational institutions and programs and every other person identified by me on this form or in my resume from liability for any damage or injury to me arising out of the release of information requested by Edgewood Borough.”

“I understand and agree that Edgewood Borough’s acceptance of this employment application does not constitute any promise, express or implied, that I will be hired. I further understand that Edgewood Borough does not guarantee anyone employment for any specific length of time. I therefore agree that, if I am hired, my employment may be terminated by either me or by Edgewood Borough at any time without notice or cause.”

“I further understand and agree that any offer of employment Edgewood Borough may make to me (and, if I am hired, my continued employment) will be contingent upon my submission of evidence verifying that I am authorized to work in the United States and may be contingent upon my taking and passing physical examinations and drug tests.”

“I certify that I am not a party to any contract of other obligation which would limit, interfere with or restrict my ability to work for Edgewood Borough in any way.”

“I hereby acknowledge that I have read this section of the employment application and fully understand the meaning and effect of signing this form.”

Edgewood Borough
2 Race St.
Edgewood, PA 15218
412-242-4824

Signed _____

Date _____